

General Rules Building 67:

Working hours: 07.30 – 18.00

Emergency Response Team available: 08.30 – 17.00,
only in this time frame high-risk experiments are allowed. See also Document:
“Applying for experimental work outside office hours in Building 67”

Access:

Only people who have passed the safety test for building 67, will receive access.
The main entrance has a key-processor, you need a valid campus card to get access.

When you enter the building, slide your name on the presence-board to “present”.
When you leave the building, slide your name to “absent”, so it is clear who is in the building.

Inside the building there are several doors with a Salto-lock, with different policies:

<u>Location</u>	<u>Policy</u>	<u>For Who:</u>
010 (Lab)	Is closed every time	Everybody
020 (Office)	Stays open after first person opens it	Area Supervisors, Technicians, Staff
040 (Meeting Room)	Stays open after first person opens it	Everybody
050 (Control Area)	Stays open after first person opens it	Everybody

Restricted Area's with access on the inside the building:

045 (Cleaning Room)	Only for cleaning personnel
046 (BHV-Room)	Only for Emergency Response Team
150 (Low voltage Area)	Only for building group and Emergency Response Team

Emergency door on the backside of the building can be opened at all time, but if the burglar alarm of the outer shell is not turned off, an alarm will be generated.

Restricted Area's with access on the outside of the building

For access to these area's the burglar alarm for the outer shell must be turned off (done by (Dept.) Area supervisor).

Exchange Gas Area's (071, 081, 091, 101, 111, 121, 131) and the Main Gas Supply Area (160) are only accessible for the Gasteam, Area Supervisors and Emergency Response Team via Area supervisors.

Technical Area (140) is only accessible for Building Group and Emergency Response Team.
The roof is only accessible (via the Technical Area) for Area Supervisors.

Emergency Power Aggregate (190) is only accessible for Building Group and Emergency Response Team.

Stedin Area (210) is only accessible for employees of Stedin.

Eating & Drinking:

Only allowed in the office 020 and the Meeting Room 040 and outside the building.

Smoking:

Smoking is not allowed on the TU Delft Campus.

If you really want to smoke, this is allowed on the other side of the street, opposite of the main entrance (in the grass field).

ATEX-zone:

The area's designated with Black-Yellow lines around the Exchange Gas Area's (061,071, 081, 091, 101, 111,121 and 131) and the Main Gas Supply Area (160) are ATEX-Zone's. It is not allowed to have a standard phone (non-ATEX phone) and tools which are not ATEX-certified and smoking and open fire are strongly forbidden.

If you want to go to Building 58, walk via the street and not via the path (the red/white chains are there for a reason!).

Opening & closing the heavy doors of the High Pressure bunkers:

These doors are very heavy, but they can also be damaged easily.

Follow this procedure to open and close the doors.

Opening the doors:

- Push the handle completely down
- Pull the door towards you

Closing the doors:

- Push the handle completely down
- Push the door until it is +/- 20 cm from closing, then stop it
- Push the door gently to concrete wall
- Release the handle
- If needed, push the door a bit more until the sign shows it is closed (light should become green if ventilation is on and ok and water detection is also ok).

These doors must be closed during experiments!

Removing Waste:

In the Waste Container Area (041) there are 3 large waste containers for:

- Paper & Cardboard (please fold the cardboard in small pieces)
- Residual Waste
- Metal Waste

In the hall, office, meeting room, control area and assembly area are waste containers for residual waste.

In the lab and in the assembly area are (high) containers for "contaminated (lab) waste".

In the lab there is a (low) container for (contaminated) glassware.

Needles can be disposed in a yellow "Needle container" which is in the lab, in one of the fume hoods.

Below the fume hood, liquid chemical waste is collected in vessels.

Choose the correct vessel (halogen poor organic waste / halogen rich organic waste / acidic waste / basic waste). Fill the vessel max. to 85%, an empty vessel is behind the used vessel. Warn the area supervisor if a vessel is full, so it can be emptied or replaced.

For Solid chemical waste, use a white bucket and write the content on the lid.

Only use chemicals in the lab (010) and if needed, in the high pressure bunkers. All other areas are prohibited for chemicals. Unlabelled samples will be disposed without warning.

Use the green Nitrile gloves if you are working with chemicals, the blue ones are not sufficient. Use the blue ones if you do not use chemicals, but want some protection.

Labelling samples:

Always label your samples, write down:

- Your name (owner), so we know who to address in case of questions.
- The content, so we know how to treat it if there is a spill
- The date of making it
- If enough room: date when it can be disposed

Unlabelled samples can be disposed without further notification.
Write the samples also in your logbook.

Keeping a logbook:

Write in the logbook:

- Date and time
- Name of person who does the experiments
- Process conditions
- Used chemicals
- Start- and stop time
- all observations (not only the strange ones, but also normal ones)

a logbook helps to understand what the background of experimental results is, but also in case of an incident it is important to know what was going on just prior to the incident.

A logbook should be near the setup, accessible for everybody (Area Supervisor, Fire Brigade etc.)

Computer work:

In the control area (050) there are 8 tables where PhD's / Postdocs / Students can use their laptop (wifi is available).

Meeting Room:

The meeting room can be reserved via the (Dept.) Area Supervisor. Mention the date and time-frame for the reservation. Do not enter the meeting room when it is reserved.

Working alone:

Low risk work (computer and administrative work) can be done alone, but it is advised to this kind of work in Building 58. If you need to work in Building 67 and you are alone, use one of the fall-down telephones and notify the RID.

The Area Supervisor can explain how these fall-down phones work.

Medium-and High risk work require at least a second person to be present in the building.

Questions or remarks?

Do not hesitate to ask the Area Supervisor or Deputy Area Supervisor.
Also suggestions for improvement are welcome.

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